

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR INSPECTOR CODE ENFORCEMENT		Date: 9/17/98
Position Level: 9	FLSA Status: NonExempt	Class Code: 9-29

GENERAL DESCRIPTION

This position is responsible for investigation and determination of the Monroe County Code, Standard Building Code, State and Federal Regulations. Supervises the Middle or Upper Keys Office.

KEY RESPONSIBILITIES

1. *Investigate violations of Monroe County Code, Standard Building Code, and State and Federal Regulations.
2. *Communication and dissemination of codes to public and other agencies both verbally and in writing.
3. *Review and research public records for verification of possible violations.
4. *Document and collect evidence during interview, and investigate and accomplish records search.
5. *Obtain inspection warrants, issue citations and/or notices of violations.
6. *Coordinate with public and other agencies during investigations.
7. *Maintain case files and progression to compliance status.
8. *Prosecute cases before Special Master.
9. *Collect & prepare evidence and case files to present in legal proceedings.
10. Train new employees.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or other technical school, certification, training or apprenticeship required beyond high school.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matter. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	\4
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

Position Title: SR INSPECTOR, CODE ENFORCEMENT	Class Code: 1103	Position Level: 9
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On this date I have received a copy of my job description relating to my employment with
Monroe County.

Name: _____ Signature: _____ Date: _____